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Research and Analysis Branch Office of Strategic Services Effective: 2/9/43 File: LA

Subject: Organisation and Administration of the May Division.

Organization

The Map Division of the Branch of Research and Analysis is organised in three sections under the direction and supervision of a Chief and a Deputy Chief. The internal organisation of each section is accomplished by division into units. The functions of the Map Division are divided desired three sections, each representing a major field of map intivity. These are: Cartography, Map Information and Topographic Models.

1. Cartography Section

The Cartegraphy Section is divided into the Compiletion Unit and the Construction Unit. The duties of the Compiletion Unit are the compiling, checking, plotting and associated map-making functions, while the duties of the Construction Unit include design, layout, drafting, composing and associated duties.

2. Map Information Section

The Map Information Section is divided into the Research Unit and the Collection Unit. The Research Unit is charged with the duties of advising on and selecting maps, preparing indices, coverage lists, catalogues, etc. The Collection Unit, for administrative purposes, may be divided into the Distribution Sub-Unit, charged with the distribution of all maps or models obtained by the Map Information Section or produced by the Cartography or Topographic Models Section. The Reproduction Sub-Unit has as its duty the handling of all requests for reproduction of any kind. The feeceds Sub-Unit shall be responsible for maintaining complete response on all the activities of the three sections of the Map Division. All gifts or loans of maps or models are filled with the Records Sub-Unit has the responsible for the maintenance of catalogues, keeping of map jeckets, etc. The Library Sub-Unit has the responsible for maine salning an adequate stock of maps and models precised by the Map Division. It is responsible for seeing that all maps either in microfilm form or on paper are

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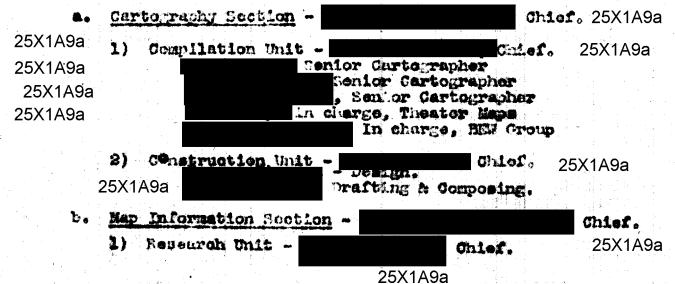
The Topographic Models Section is divided into the Planning Unit and the Laboratory Unit. The Planning Unit is charged with the planning, compilation, layout, design and associated duties of the Topographic Models Section, while the Laboratory Unit is charged with the preparation of models from the data supplied by the Planning Unit.

It should be borne in mind that the Division operates as an entity, and the division of functions into sections and units is made for efficiency of total operations and for administrative purposes. Consequently it may be necessary from time to time to move personnel from one unit to another.

Adulnistration

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- Line authority extends from the Division Chief, or the Deputy Chief as delegated, to the Section Chiefs to the Unit Chiefs. Line authority within the unit is delegated by the Unit Chief as approved by the Section Chief concerned. As a consequence the Unit Chiefs will normally direct the operations carried on within the sections. However, the Division Chief or the Deputy Chief stand ready at any time to discuss any of the problems which may arise with the personnel of the Division.
- 2. It may be necessary in an emergency to set saids for a short time the normal organisation of the Division in order to focus the entire efforts of the group on one problem. In such cases, specific delegation of authority will be made by the Section Chief or the Unit Chief involved.
- 3. Officers and Supervisors of the Map Division:



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2) Collection Unit - Chief.

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2) Reproduction

b) - Records

c) - Distribution

d) - Library

c. Topographic Eodels Section
1) Planning Unit -

2) Laboratory Unit -

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Chief, Map Division